

CASII Requirements for Children's Mental Health Waiver Program

Administering the CASII

The CASII is an ideal tool to be used with Team input – a Team approach should be the goal for CASII administration.

Completion Time lines:

- ✗ Initial CASII done for eligibility to receive waiver services
- ★ Subsequent CASII done at 12-month plan intervals
- ★ Level of Care re-certification (Form WP-3) done at 6-month plan intervals

CASII documentation submitted to the Waiver Program:

- × CASII Scoring Sheet for the Children's Mental Health Waiver completed and signed
- × CASII instrument identifying selected letter items for each numbered anchor point

If the CASII Evaluator is not the individual or Therapist working with the youth and family, the following is expected:

- ➤ The Evaluator will contact the youth's Therapist upon receipt of the request to complete the CASII to:
 - Ensure the Therapist is aware and involved with the waiver application process
 - To gather information about the youth and family.
- * The Evaluation will work with the Therapist to schedule a time where they can meet with the youth (as appropriate) family, and others to complete the CASII.
 - This will allow an opportunity for information sharing with the Evaluator and dialogue to review current issues.

The CASII will not be completed through record review only.

How CASII Information will be Shared:

- The scoring sheet and instrument information will be shared with the youth's Waiver Family Care Coordinator and Family Care Team to be used to support development of the waiver's Individual Service Plans.
- Comparative findings will be used to report outcomes and program success and will be part of the Waiver Program's quality management strategy.

CASII Training

CASII training will be requested, scheduled, and coordinated through the Children's Mental Health Waiver Program.

The following training information and materials will be provided by the Waiver Program:

- CASII User Manuals
- CASII PowerPoint presentation
- Copies of PowerPoint presentation for participants
- Copies of vignettes and scoring sheets
- * Rater Data forms (that will be submitted to AACAP for certification)
- * Trainer evaluation forms (that will be submitted to the Waiver Program to evaluate training and information provided)

The Waiver Program will provide "refresher" training to providers who have been trained to administer the CASII upon request.

Based on the recommendation from Dr. Winters, training to administer the CASII instrument will be provided by two certified CASII trainers identified by the Waiver Program.

Every effort will be made to include Trainers asked for by the individuals/program requesting the training.

Additional "Train the Trainer" training will be scheduled and coordinated by the Children's Mental Health Waiver Program to address needs in counties/regions in the state.

This will be done, in part, through recommendations and requests made by individuals and organizations.

Individuals/Providers Certified to Administer and/or Train the CASII

Your names will be maintained on a certified provider list that will be shared with youth and families who make application to the Children's Mental Health Waiver Program.

As new/additional providers are trained, they will have the option to request their name be added to the Waiver Program's certified provider list.

It is your responsibility to notify the Waiver Program of any change in employment or address that will impact the accuracy of the information provided to families.

You are asked to please notify the Waiver Program if you wish to have your name removed from the certified provider list when you no longer wish to continue to administer the CASII or facilitate training of other mental health providers.

Revised: September 2007